

FEDERATION OF EAST AFRICAN FREIGHT FORWARDERS ASSOCIATIONS

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Federation of East African Freight Forwarders Associations (FEAFFA)

Quarterly Report on COMPETE grant

4TH Quarter, OCT – DEC 2010

Vision: To be a model professional Association in Freight

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Section A. General Information

Name of Organization:	Federation of East African Freight Forwarders Associations (FEAFFA)
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Organization's Contact Person:	John K. Mathenge, Regional Executive Officer
P F Tracking Number:	<u>FEA-STA-010-012</u>
Title of Activity:	Strengthening FEAFFA to become a self sustaining regional business association effective in championing the growth and development of an efficient, professional, self-regulated and competitive freight logistics industry.
Start Date of Reporting Period:	1 st Oct 2010
End Date of Report:	31 st December 2010
Date Report Submitted:	14 th January 2011

Section B. Overview

In this quarter, there was more focus on activities that were delayed in the 3rd Quarter for example, hosting of Website, printing of code of conduct and brochures among others. This was as a result of delay in the remittance of funds. Other activities related to training, advocacy and information dissemination among others.

Detailed review report is provided in the matrix below.

Section C. Activity Matrix

Pillar and activities	Target out	Status	Comments/challenges
Institutional development and self sustainability	To hold a Board meeting for the Federation.	The Board meeting was held in Ngurdoto Lodge, Arusha Tanzania on 3 rd November 2010. The meeting reviewed implementation of the various activities/programme. In particular, the memorandum of issues being discussed with the five revenue authorities and it was agreed that another High Level Meeting with the Commissioner Generals be convened as soon as possible.	The quarterly of the Secretariat that was considered by the Board is attached. (Annex i)
	Procurement of staff health insurance Scheme	The staff medical scheme was procured.	Delay had been occasioned by funding challenges.
	Work plan for the year 2011	The work plan for the year 2011 was developed. It is awaiting endorsement by the Board with the month of January 2011.	
	Training on Trade Facilitation	One member of staff of the Secretariat attended a one-week training on Trade Facilitation. The training was facilitated by the Swedish International Development Agency (SIDA)	
Lobbying and advocacy	To organise a consultative meeting with the East Africa Revenue Authorities Technical Committee to advise the Commissioner Generals and the Board of FEAFFA on the policy reforms required to enhance the service of cargo clearance through Customs.	The 2nd meeting of the Technical Committee of East Africa Revenue Authorities Technical Committee (EARATEC) and FEAFFA was held on 7th October 2010 in Dar to discuss issues raised by FEAFFA in the first meeting held in Rwanda. Although there was consensus on quite a number of issues, there were others that were not agreed upon and these were referred to the meeting of the Commissioner Generals and the Board of FEAFFA.	Report of the EARATEC (Annex ii) and FEAFFA (Annex iii) are attached.
	To hold a consultative meeting between the	The meeting was held at the Ngurdoto Mountain Lodge, Arusha Tanzania on 2 nd	It was agreed that another High Level meeting be

	Commissioner Generals of all the five revenue authorities and the Board of FEAFFA.	November 2010. EARATEC submitted a report while FEAFFA presented on issues that were not agreed upon with EARATEC.	convened by the Commissioner Generals after the outstanding issues are resolved.
Membership services	Development of a membership directory	A contract was awarded for the printing of a regional directory of freight forwarders freight forwarding industry in East Africa. The Directory is expected to be ready by May 2011. The directory should provide a one-stop centre for information on freight forwarders in the region.	This is a self financing project that is also expected to generate some revenue. Copy of the contract is attached. (Annex iv)
	Develop Standard Trading Conditions	The first raw draft of the Standard Trading Conditions is ready. The Trading Conditions are intended to assist freight forwarders in the contracting process. They will also inform members of the consuming public about their right and obligations. The Draft document is being refined after which it will be available for use by freight forwarders.	See attached Draft Trading Conditions (Annex v)
Professionalism, Certification and Accreditation	Code of Conduct printing, launching and sensitisation.	Code of Conduct has been printed for circulation to the Freight Forwarders in the Region. Freight Forwarders. This is in form of a booklet and carries endorsement messages from relevant stakeholders and COMPETE. A launch for the Code is planned for March 2011 followed by sensitization workshops that will take place in every country of the EAC.	The Launch is not funded under the COMPETE grant. Budgetary constraints have delayed the launch and may delay the sensitisation exercise. Code of conduct attached (Annex vi)
	Establishment of an E-learning platform	With the support of Trade Mark East Africa, FEAFFA is in the process of contracting a consultant to develop an E-learning platform. This will ensure wider accessibility of the various training programmes for freight forwarders in the region.	This activity is not funded under the COMPETE grant.
	Establishment of a registration system for practitioners/professionals	FEAFFA has signed a memorandum of a development partner to assist in the establishment of a regional registration system for professionals/practitioners in the freight forwarding sector. The project has been endorsed by the Commissioner Generals of the East Africa Revenue Authorities.	This activity is not funded under the COMPETE grant.
	Establishment of an accreditation system	FEAFFA has signed a memorandum of a development partner to assist in the establishment of a regional training	This activity is not funded under the COMPETE grant.

		accreditation Board. The Board will be responsible for determining minimum professional requirements, accrediting training programmes, accrediting training institutes etc.	
	Development of Safety and Security training Module.	<p>FEAFFA, with the support of the International Air cargo Association (TIACA) has finalised development of a training programme course on Air cargo Safety and security in East Africa. This is the first course of its kind in Africa. It is expected to provide relevant skills to freight forwarders and other operators in the air cargo industry with a view to enhancing the safety and security of this mode of transport.</p> <p>The course covers the following major areas:</p> <ul style="list-style-type: none"> • Supply Chain Management • Transport Management • Information Systems and Technology • Border Controls • Safety and Security <p>The next step is training of trainers, who will subsequently be deployed to deliver the course in the Region. The training of trainers (TOT) is scheduled to take place in Nairobi from 28th February- 4th March 2011. A total of 25 participants (trainers) will be drawn from all the five countries of the Region namely Burundi, Kenya, Rwanda, Tanzania and Uganda. This is intended to ensure that there is adequate capacity in all the countries to conduct training thereafter.</p>	<p>This activity is not funded under the COMPETE grant.</p> <p>FEAFFA is required to fund the TOT but is seriously constrained.</p> <p>Delivery of this training course will be done in a self sustaining approach. The Federation also intends to generate revenue when training eventually begins.</p> <p><i>Module is not attached as it can only circulate after the TOT in March.</i></p>
Knowledge Management	To Develop a Website	The original vendor contracted to develop the website for the Federation failed to meet the contractual obligation. The contract was terminated and another vendor contracted in November 2011. The website is ready. www.feaffa.com	Contract attached (Annex vii)
	Establishment of an E-Portal	With the support of Trade Mark East Africa, FEAFFA has contracted a consultant to develop an electronic Information Portal (E-Portal). The portal is a one-stop electronic information centre for the freight forwarding sector in the region. It is expected that the portal will be operational by end of February 2011.	
	Development of a	FEAFFA is in the process on contracting	This activity is not funded

	newsletter for the Federation	a vendor to produce quarterly newsletter to appear in both soft and hard forms. The first issue is to be released in March 2011.	under the COMPETE grant. Funding constraints has delayed the contract.
	Printing of Brochures	The printing of brochures has been completed and circulation is underway in the five countries in EAC	Copy attached (Annex viii)

Section C. Conclusion

- Most of the activities planned for the year were executed save for a few mainly because of funding challenges. Other activities generated sub activities e.g. during the year, only one meeting was planned between the Board Federation and the Commissioner Generals of Revenue Authorities in the region yet two meetings were held plus another two meetings at technical level were necessitated.

End

Annexes